Items Relevant to Other Workgroups

■ *Communication:* There was a discussion on the data that will be made available via the new Web site. The team also discussed their hopes for the Web site and what interesting info could be collected from it.
  ● Action Item #2

Attendees

Barb Ritter	*Dean Feldpaush*
Cecil McNally	*Nancy McCrohan, PPA*
Andrea Kuhn	*Scott Southard, PPA*

Discussion Items

Introductions

■ The goal of this meeting is to complete the action plan and agree to the specific wordage in it.
■ The action plan is needed for the DRT meeting on January 21.
■ The decision was made to go through each of the Action items one at a time.
■ Heather's presentation on RHYMIS was moved to February since she was not able to attend today's meeting.

Action Plan

Action Item #1

■ This action item involves a review of data and data systems.
■ This item is already in process, as evidenced by our presentations within group meetings over the past several months.
  ● Rich B. and Barb will meet with the Department of Education next week to look into their CEPI data related to hot lunches. Number of children on the free or reduced hot lunch menu is a great poverty indicator, and a good contextual measure. This data is also monitored by the FDA.
■ RHYMIS will be integrated into HMIS in the future.
■ Dean discussed permanent supportive housing data held by MSHDA.
  ● Dean will give a presentation on this database in March.
■ Overall we will know better what data are needed when we see all of the action plans from the other groups.
■ MSHDA's housing locator Web site and data was discussed. Dean explained that the data is so much more than simply stating available units. Barb thinks this will be useful for potential information.

- How about realty group books? How fluid would that data be?
  - Presention of the housing locator data and realty group books work will be done after February.
- MSHDA has already initiated the Web site, and will be posted by April 2009.
- We need to pull together copies of the data sources cover sheets we have created in recent months, and copies of common elements in 10 year plans.
- Outcomes
  - We should be complete our review of data systems by June (the bulk of the work).
  - Outcomes approved by team.

Action Item #2
- This item relates to the Web site and the ways data can be shared through it.
- Nancy pointed out that much of this work has already begun.
- It was noted by Barb that she hopes the Web site will be "fluid" in its presentation; in other words, it can be written upon and updated easily.
  - Barb wants this work to be a "living" process.
  - Barb has attended one meeting related to the Web site with group contracted to build and maintain the Web site, "Pace and Partners".
- Dean is going to try and get "in the loop" regarding the Web site and will pass on info to Barb and the team that is relevant.
- The training around the data and the Web site should be ongoing.
- Outcomes
  - Time line adjusted for this work, approved by team.

Action Item #3
- This item relates creating common strategies for measuring success.
- The idea of process and outcomes will be emphasized in the rewriting of this section.
- It was decided to begin this work by looking at common themes in the 10 year plans.
- Outcomes
  - The team will make recommendations on this point in June.

Action Item #4
- This item relates to seeking and supporting both internal and external research partnerships.
- Some of the research possibilities were discussed by the team. Some research to be examined include Kids Count, and expanded AHAR with a focus on migration patterns.
  - It was noted that while much of the research possibilities are known, other possibilities will come up as the team moves forward.
  - In many ways this will be ongoing.
- A lot of data that will be needed is already in HMIS. For example, HMIS has count of the number of person in permanent supportive housing.
- Barb asked Andrea about their annual report.
  - Andrea noted that they are working on it at this time. They are hoping to have it more finalized before reporting. The similarities between that report and the statewide report created by Barb last year were discussed.
  - The report by Barb is available via the Web.
- Outcomes.

- While much of the external investigation will be ongoing, a lot of in the internal research is already available via HMIS. Analysis strategy is done. Process measures need to be attended to.

Action Item #5

■ This item is about the identifying of tools and data that can be used to support 10-year plans and program performance.
■ Most of the data are in HMIS, so Barb and others can work on this task.
■ One problem in this work is that the 10-year plans for many areas are not "concrete."
■ What about doing a Best Practices of the plans to help?
  - Are some of the other teams working on this?
  - Maybe the team could come up with a way for the plans to be evaluated?
■ Outcomes
  - Outcomes were assigned to this action item.
  - Program quality is a combination of process and outcome.
  - Self-sufficiency matrix. HMIS has added a data element that identifies the specific staff person providing services to client. This means that reports can be broken out by staff person, e.g., caseload by staff; client range of need per staff; etc.

Other Discussions

■ Number of hits on the Web site might be interesting. Could we get statistics from the Web site like this?
■ One thing Barb wanted to note that she wants the measures created by the data to be "real."
■ Andrea discussed the use of self-sufficiency matrixes.
  - She gave the remaining team members a brief demo of it.
  - Any report from the matrix can be run on any level.
■ Barb is hoping to get regional data up on the Web site so all of the continuums can run their own report. They will be able to see if they are below, at, or above par.
■ Nancy reminded people that an invitation to sign up for the CTEH e-newsletter went out a few weeks ago. Team members who have not signed up or would like more info should speak to Nancy and she will forward the invitation to sign up again.
■ Barb gave an update on DRT and the data-sharing policy.
  - Jeff, Barb, and Sally have all worked on this. Jeff wanted to make it a policy, while Barb saw it as more a request for data.
  - The policy will go out to CoCs for review.
  - The hope is to publish down to the Continuum of Care level. If data quality is an issue for a specific continuum, the community report could be populated regionally.

Meeting Attendance

■ There is a concern among the team members about lack of attendance, and about attendance dropping off before meetings are concluded.
  - It does seem like many leave after an hour, even though the meetings are scheduled for an hour and a half.
■ This meeting had a low attendance. What could be done to improve attendance in future meetings? Nancy was charged with contacting members who did not attend today to discuss barriers to attending.

Tasks Completed

■ Action Plan was reviewed and agreed upon by the team. It should be ready for the DRT meeting this month. .

Tasks Assigned

■ The Action Plan will be finalized by Barb and Nancy. It will be presented to DRT.
■ Each of the team members will review the action plan to see what items are due in the next month and what their roles are moving forward.

Next Meeting

■ Thursday, February 12, 2 PM. This meeting will take place at Public Policy Associates, 119 Pere Marquette, Lansing 48912, and will also be available at Go-To Meeting. Log in, and telephone number, are shown on the agenda for the next meeting